

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-452T OPENING DATE: 6-Sep-18 CLOSING DATE: 21-Sep-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Guidance Counselor, GS-1740-09, T5228000 MPCN:1320007

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

G1, Papago Military Reservation, PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicants MUST submit transcripts.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

Degree: that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the areas described below. At least one course must have been from (1) or (2) below. For guidance counselor positions, a college or university-sponsored practicum in counseling is also required.

1. *Tests and measurement*: Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests.
2. *Adult education*: Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities.
3. *Educational program administration*: Study of the foundation and methods in organizing for adult and continuing education programs.
4. *Curriculum development or design*: Study of the principles and techniques for development of curricula for adult or vocational education programs.
5. *Teaching methods*: Study of teaching strategies and learning styles of the adult learner.
6. *Guidance and counseling*: Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation.
7. *Career planning*: Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems.
8. *Occupational information*: Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:

YES ☐

NO ☒

PCS may be offered:

YES ☐

NO ☒

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to develop, manage and control general education and Career Development programs.

2. Ability to provide technical guidance and/or assistance to DoD Civilians, military personnel and dependents of the assigned service members.

3. Ability to identify and resolve education deficiencies from document research, subject matter experts, interviews, and work observations.

4. Ability to utilize software systems to enter, maintain and extract information relating to training/educational programs.

5. Written and oral communication techniques sufficient to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings and recommendations.

6. Knowledge of training and development principles, theories and methods.

SPECIALIZED EXPERIENCE: Must have 24 months experience, education or training with development, management and administration of an educational or a personnel (human resources) program designed to provide individual career-related or self development assistance and planning requirements for the Army National Guard military personnel.

BRIEF JOB DESCRIPTION: This position is located in the G-1, Soldier Support Division. The purpose of the position is to provide a full range of general education and career development counseling and assistance to DoD civilians, military personnel and dependents of the command and attached organizations. Interviews and counsels military personnel to help them develop and achieve a valid education goal and subsequent occupation. Provides individualized interviewing and counseling to aid the individual in career decision making. Focuses on Soldiers without high school diplomas and Officers without Baccalaureate degrees to assist them in attaining their educational requirements. Gathers information about individuals during the initial counseling session and recommends testing such as achievement, interest, and aptitude tests. Delegates and/or performs a variety of administrative and customer support functions relative to the Education Services Programs (i.e. Information Management and Reporting Center (iMARC), nationalguardbenefits.com) in a State. Administers tests, assures that tests are conducted in accordance with standard procedures prescribed in the applicable regulations, and maintains records of results achieved. Consolidates, reviews, and requests data from iMARC and other databases. Records individual education levels against goals and documents efforts made to increase those levels. Prepares reports of program achievements. Delegates and/or schedules on-site classes, off-site classes, and satellite testing sites for individuals to attain their educational goals. Provides assistance to personnel applying for scholarships, educational allowances, and grants. Reviews and promotes educational benefits established and funded by the State or Federal Government. May serve as test control officer for all civilian high school and college tests. Receives, prepares, and

disseminates program guidance for examinations. Prepares required quarterly reports and audits regarding test material. Administers DANTES sponsored tests and Army Personnel Testing (APT) (i.e. Flight Test, ASVAB, etc.). Delegates and/or maintains files and libraries of current educational material, including catalogs of colleges and universities, military and government sponsored education programs, occupational books, periodicals, manuals, and other vocational materials concerning opportunities and requirements for specific vocations/occupations. Monitors individual Soldier educational progress and conducts follow-ups to ensure that individuals are meeting their goals. Modifies action plans for individuals who are not meeting requirements. Engages in outreach programs to motivate Soldiers to pursue educational and/or career goals. Receives, evaluates and certifies transcripts. Prepares and/or conducts educational briefings. Promotes self-development programs including correspondence courses, attendance at classes at a local armory or education center, and attendance at schools, colleges, and universities. Provides updates to State web site. Conducts surveys of educational needs and preferences. Arranges for the testing of individuals and analyzes results. Coordinates with unit level staff to identify educational needs. Serves as alternate administrator of the education program.

SELECTING OFFICIAL: CPT Daniel Morehouse
